

DISCAS to STARS Cut-Over Master Plan

March 28, 2005 (v5)



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Introduction

This document is designed to be used as a guide during the DISCAS to STARS cut-over. It contains cut-over milestones, including interface information. The organization of this document is driven by the key time periods of the DISCAS to STARS cut-over:

March Month-End March 2005 to April 6, 2005

April Blackout period April 7, 2005

April Dark period April 8 – 24, 2005

April STARS Go-live April 25 – May 2005

STARS project documents are posted on <http://www.mbe.doe.gov/me2-5/i-manage/> to communicate critical information to STARS stakeholders. Within the Deployment Calendar section on the site, a folder has been established to post official guidance for the cut-over referenced throughout this document. For a comprehensive list of all interfaces - including the descriptions, frequency of activity, and data flow - please refer to the STARS Interface Final.doc on the I-MANAGE website. The Appendix of this document lists the guidance documents available by date of issuance.



March Month-End – March 2005 to April 6, 2005

To ensure an effective conversion to STARS, the March month-end closing process must be followed closely. In addition to the normal month-end closing process, ancillary procedures must take place due to the conversion activities and cut-over to STARS. Some of these procedures are typical of a year-end close, such as ensuring that no YN01 records remain in DISCAS at month-end. Furthermore, the March month-end closing schedule has been accelerated to allow the STARS project team to begin conversion activities during the April 9-10 weekend. As a result, all March transactions are to be input and validated by close of business April 1, 2005. Field Offices are encouraged to work the April 2-3 weekend to complete the integrated cost update and data cleanup activities.

The following tables outline the key activities and milestones.

Cut-Over Milestones to complete March Month-End Close

This table summarizes the March month-end activities and associated timelines by the responsible organization(s) or individual(s). Detailed guidance or procedures are cross-referenced and are posted on the I-MANAGE web site.

TIMING	MARCH MONTH-END CLOSE	RESPONSIBLE
March 14-18	Activate lock on validating April DISCAS transactions. Remove Payroll Accrual menu item from all user profiles. Deactivate automated invoice accrual programs.	Service Centers
March 21-25	Each Field Office must provide the names of a limited number of personnel that will be allowed access to the DISC module for processing April transactions. Please send list to your DISCAS Service Center: Oak Ridge to Tammy McDuffie; Albuquerque to Edwin Maestas - HQ to Shirley Barker. Run final TM/DISCAS interface for authorizations, correct rejected transactions. (See I-MANAGE STARS Deployment Project Plan for Travel Manager.)	Field Offices
March 21-25	Compile list by Service Center Cluster of personnel authorized to process April transactions in DISCAS. Edwin Maestas and Shirley Barker transmit lists for their respective clusters to Tammy McDuffie. Notify Field Offices of implementation of password for validation for April. Provide senior and technical POCs for interface feeds to Mary Lynch.	Service Centers
March 24	Cut-off for approval of invoices for March payment (See DOE Payment Processing Guidance).	Approving Officials



TIMING	MARCH MONTH-END CLOSE	RESPONSIBLE
March 29	Cut-off for certifications of payments to be made in March (See DOE Payment Processing Guidance).	EFASC Payments Division at Oak Ridge
March 31	12 midnight – Shut-down all EC-Web, PRATS, and SPS 'listeners' to prevent receipt of interface files during April.	Service Centers
March 31	All accounting codes in TM updated to reflect STARS values. (See Procedures for Travel Processing.)	Field Offices / HQ
April 1	Closing Process Begins: All March transactions are to be input and validated by close of business April 1, 2005. Field Offices perform normal closing procedures with the exception of manual accrual entries. Estimated accruals and labor distribution accruals for the period ending March 31 should <u>not</u> be entered in DISCAS. There will not be an opportunity to reverse the accruals in STARS.	Field Offices
April 1	Cut-off for ASAP files from Treasury (See DOE Payment Processing Guidance)	EFASC Payments Division at Oak Ridge
April 1	Delete TABLE-MM records with EDIT-VALUE [1:2] = UD. Deactivate the NRJE link to Headquarters. Remove interface jobs from job scheduler to ensure no interfaces are executed for April business.	Service Centers
April 2	Interface Integrated and Non-integrated contractor files. Verify that YN01 balances for integrated contractors have either been distributed or moved to BSC 1813 (Suspense Debits) or 3914 (Suspense Credits). Verify that Field Office YN01 balances have been applied to the proper program or moved to the new fund type of YX.	Field Offices
April 4	Conclude DISCAS data clean-up activities. Verify that no April activity has been processed. Remove/reconcile all INVALID and IN-VALT transactions not later than 2:00 PM EST. Execute Integrated Cost Update no later than COB.	Field Offices
April 4	Verify no April activity and no remaining INVALID/IN-VALT records in database. Deactivate Query Write jobs. Remove Self Validation from all standard MAPS (except HQ).	Service Centers
April 4	Execute March DISCAS Submittals to MARS 2:00 PM EST.	HQ



TIMING	MARCH MONTH-END CLOSE	RESPONSIBLE
April 5 – 6	Resolve MARS Edits. Obtain approval from HQ for any March entries to be processed after initial DISCAS submittal to MARS.	Field Offices
April 5 – 6	Run Master File Edits. Execute March DISCAS Correction Submittals as needed until MARS is closed.	HQ
April 6	Advise DISCAS POCs that MARS is closed.	HQ
April 6	Back up Final March FINDB to history account. Change all users to read-only access with the exception of those making entries during the Dark Period. Run 1099 process for first three months of calendar year 2005. Files should be uploaded to Dial-In, sent to Bryan Long at Bryan.Long@hq.doe.gov , archived on HP and backed-up to storage media. Transfer final month-end DISCAS FINDBs to STARS project team by 2:00 PM EST.	Service Centers

Interface Steps to complete March Month-End

This table is a list of the interfaces and the effect on the interface processes during this time period.

INTERFACE	MARCH MONTH-END CLOSE STEPS – INTERFACES
ASAP	Request final ASAP file for March activity – April 1, 2005 (See DOE Payment Processing Guidance).
Host-to-Host/ECS	No special procedures required. This interface will be continued to be used by Oak Ridge during all periods.
DOEinfo – LDS	Last LDS file for March processed on or about March 29 for PP07 – 2005 (See EFASC Guidance.)
CHRIS	Last file for March processed on March 30.
DOEinfo – Employee	Last file for March processed on March 27
DOE-ECWEB/SPS PRATS	Turn off “listeners” for all EC-Web, PRATS, and SPS at midnight on March 31 as well as remove all interface activity from the job schedulers to prevent interfaces from entering the system in April.
GTS	Last GTS file for March processed on or about March 28.



INTERFACE	MARCH MONTH-END CLOSE STEPS – INTERFACES
Travel Manager	<p>Last TM interface for vouchers and local vouchers for March processed on March 25.</p> <p>Last TM interface for authorizations for March processed on March 31.</p> <p>(See Deployment Plan for Travel Manager).</p>
FDS - (FCDS,BEFS)	Last FDS file for March processed on or about March 21
FCDS,BEFS	Last interface feed for March processed on March 31
NON-Integrated Contractor	All Non-IC feeds must be entered into DISCAS by COB April 2.
Integrated Contractor	All IC feeds must be entered into DISCAS by COB April 2.
Working Capital Fund	Last WCF file for March processed on April 1 (possibly April 4 prior to MARS feed at the latest).
WINSAGA	Last interface to DISCAS processed on April 1 (this interface will NOT transition to STARS)
VIPERS	Modify VIPERS for anticipated April payments – March 17, 2005 (See DOE Payment Processing Guidance).
IPAC	<p>Last IPAC Bulk file for March processed on March 24.</p> <p>Last Manual IPAC processed on March 30.</p> <p>Bulk IPAC files for Integrated Contractors can continue uninterrupted.</p> <p>(See EFASC Guidance)</p>
IRS 1099	N/A



April Black-out Period – April 7, 2005

Effective with March month-end closing, MARS will be terminated except for inquiry.

During the April Black-out Period there will be NO transactions entered into DISCAS. In addition, there will be NO transactions interfaced into DISCAS.

Cut-Over Milestones during April Black-out Period

TIMING	APRIL BLACK-OUT PERIOD	RESPONSIBLE
April 7	Confirm FINDB back-ups made (send e-mail to Bryan Long)	Service Centers
April 7	Verify FINDBs ready for conversion.	Bryan Long/STARS Project Team
NOTE: The timing of the April Black-out Period is dependent upon DISCAS and MARS closing in accordance with the current schedule and STARS Project Team determination that the FINDBs provided are acceptable for conversion to STARS.		



April Dark Period – April 8 - 24, 2005

Cut-Over Milestones during April Dark Period

NO April processing will be allowed until the STARS project team has received each Service Center's FINDB and executed some preliminary conversion checks. This is expected to occur sometime during the period April 8 – 11. To ensure April transactions are not improperly recorded in DISCAS, all three Service Centers have activated a lock on DISCAS validation that is controlled by a password. The password will be issued to staff on an 'as needed' basis and will be changed frequently.

Procurement of goods and services will continue during the dark period. Many offices have access to local budget systems for funds control purposes. However, EFASC and perhaps other offices will need to use DISCAS for funds control. EFASC plans to enter only reservation entries to facilitate certification of funds on purchase requests. The only other transactions that will be recorded during the dark period are payments to small businesses, selected utilities, and to a small number of non-integrated contractors with special payment provisions that were earlier identified to EFASC. In addition, emergency travel payments can be made if delays in reimbursement impose extreme financial hardships. Field Office POCs will be notified by Oak Ridge if payments during the April Dark Period require additional allotment and/or obligation of funds in DISCAS.

Source documents for ALL April activity must be controlled for entry to STARS pending the final go/no go decision. For contingency planning purposes, source documents entered to DISCAS during the dark period must be annotated or separately controlled to ensure they are not re-entered should a decision be made to fall back to DISCAS for April business.

The most crucial step in this period is to document all financial activity during the month of April 2005. Activities may be logged in Excel spreadsheets. However, reports should be run during and at the end of the period from DISCAS for support and reconciliation purposes.



Timing	APRIL DARK PERIOD	RESPONSIBLE
April 8	Notify each Service Center of GO AHEAD (April processing may begin in DISCAS).	Bryan Long/STARS Project Team
April 8	Service Centers to notify Field Offices of GO AHEAD.	Service Centers
April 8– 24	Run periodic reports to verify that no transactions have been entered for prior or future periods. Ensure that no DISCAS interfaces, including Travel Manager, are operational. Limit access to DISC menu items for processing April transactions to users identified by each Field Office. Maintain the password for April entries; password will be changed daily or more frequently depending on volume of entries.	Service Centers
April 8– 24	Process payments in accordance with DOE Payment Processing Guidance. Notify designated Field Office POCs if payments require additional allotment and/or obligation of funds in DISCAS.	EFASC Payments Division at Oak Ridge
April 8– 24	Reservations entered in DISCAS for funds control purposes by designated EFASC staff.	HQ
April 8– 24	Authorizations for payments manually entered into ASAP for April business.	Field Offices / HQ
April 24 COB	Restrict access to DISCAS except for query. Back up FINDB.	Service Centers
NOTE: The start of the Dark Period is dependent upon DISCAS and MARS closing in accordance with the current schedule and STARS Project Team determination that the FINDBs provided are acceptable for conversion to STARS.		



Interface Steps during April Dark period

Any interfaces not listed in the tables below will not be redirected to STARS.

- The following table lists those interfaces that will communicate with DISCAS during the dark period.

INTERFACE	APRIL DARK PERIOD – INTERFACES
Host-to-Host/ECS	Active
VIAS	Active – changes taking place to interface will be transparent to the user
VIPERS	Active – interface must be able to read DISCAS OBLIG-REF records to allow vendors to submit invoices

- The following interfaces will be offline during the dark period.

INTERFACE	APRIL DARK PERIOD - INTERFACES
ASAP	Files pulled on normal schedule and stored on ORFSC server – name with date convention to prevent over-riding of subsequent files.
Host-to-Host/ECS	Active
DOEinfo – LDS	Data will be pulled at Go-Live for interface to STARS
CHRIS	CHRIS files sent to STARS server effect March 31– name with date convention to prevent over-riding of subsequent files. Files will be archived and consolidated for entry in May.
DOEinfo – Employee	Data will be pulled at Go-Live for interface to STARS
DOE-CWEB/SPS	Shut down on March 31, no entries in April
GTS	Data will be pulled at Go-Live for interface to STARS
Travel Manager	Files pulled on normal schedule and stored on STARS server – name with date convention to prevent over-riding of subsequent files.
FDS	Data will be pulled at Go-Live for interface to STARS if emergency allotments are issued during the dark period.
FCDS	Data will be pulled at Go-Live for interface to STARS – depending on volume of activity during April, files
BEARS	Data will be pulled at Go-Live for interface to STARS
NON-Integrated	Files submitted on Normal schedule



INTERFACE	APRIL DARK PERIOD - INTERFACES
Contractor	
Integrated Contractor	Files submitted on Normal schedule
Working Capital Fund	Data will be pulled at Go-Live for interface to STARS
VIPERS	Active for Vendor entry and query, invoices will be pulled for April Go-Live
Electronic Invoice (BOA)	Data will be pulled in May for interface to STARS
IPAC	NO federal outbound IPAC in April – resume in May Incoming will be downloaded on a daily basis from Treasury warehoused until STARS Go-live Bulk IPAC files for Integrated Contractors can continue uninterrupted.
IRS 1099	N/A

- With the exception of the following interfaces, all will continue to use legacy and new values. Interface formats have not changed for STARS so there are no special provisions required for Fall-back:

INTERFACE	FALL-BACK PROCEDURES
ASAP	Maintain legacy values and can send existing legacy feeds in case of Fall-back
Host-to-Host/ECS	N/A
DOEinfo – LDS	Continue to produce legacy files on regular schedule from LDS – hold for entry into DISCAS if necessary
CHRIS	Maintain legacy values and can send existing legacy feeds in case of Fall-back
DOEinfo – Employee	Current Employee Interface files generated for DISCAS will continue to be generated for fall-back until we are up and running on STARS.
EC-WEB	Current software can feed DISCAS or STARS. No transactions will be processed during the Dark Period.
SPS	SPS will not be available during the Dark Period. Emergency transactions will be processed manually.
GTS	Maintain legacy values and can send existing legacy feeds in case of Fall-back
Travel Manager	Fall-back plan consists of manual changes to both tables and documents created in April.
FDS	Working with POC to obtain fallback approach. Update will be provided when available.



INTERFACE	FALL-BACK PROCEDURES
FCDS	Maintain legacy values and can send existing legacy feeds in case of Fall-back
NON-Integrated Contractor	All NON-Integrated contractors will fall back using their existing legacy feeds
Integrated Contractor	All Integrated contractors will fall back using their existing legacy feeds
Working Capital Fund	Maintain legacy values and can send existing legacy feeds in case of Fall-back
VIPERS/VIAS	Maintain separate versions of the programs (both VIAS and VIPERS) – one compatible with DISCAS that will contain legacy values and one compatible with STARS that will contain new values.
Electronic Invoice (BOA)	N/A
IPAC	N/A
IRS 1099	N/A



April STARS Go-Live April 25- May, 2005

Cut-Over Milestones during April STARS Go-Live

Operational Sequencing will be provided in a separate document.

Notes on ASAP:

- Manually enter All ASAP authorizations needed to permit draws during April.
- Discontinue manual entry of authorizations to ASAP COB April 29th.
- Manually enter All obligations to STARS at Go Live that were recorded in ASAP during April.
- Prior To Entering Any May Business, ASAP and STARS must be reconciled to ensure both Systems are in synch.

TIMING	APRIL STARS GO-LIVE PERIOD	RESPONSIBLE
April 25	Notify all DISCAS/STARS users of STARS Go Decision.	STARS Project Team
April 26-30	Enter April activity into STARS according to the Operational Sequencing Plan	Field Offices / HQ / EFASC Payments Division at Oak Ridge

Note: The Contingency Plan will be implemented if STARS is not deployed.



Appendix

The following website <http://www.mbe.doe.gov/me2-5/i-manage/> has been established to allow users access to documentation for the STARS project documents. Within the Deployment Calendar section there has been a folder established that houses the official guidance for the conversion period listed throughout this document. A preliminary list of guidance documents follows:

Guidance Document Name	Date of Issue
STARS Interface Final	
STARS Interface Visuals	
Notice to DOE approving officials	March 2, 2005
Request for early submission of invoices	March 2, 2005
Procedures for Travel Processing during STARS Conversion	March 4, 2005
Processing of Employee Travel Claims during STARS Deployment	March 4, 2005
I-MANAGE STARS Deployment Project Plan for Travel Manager	March 4, 2005
Early Submission of March Financial Data	March 10, 2005
DOE payment processing plan for STARS transition	March 15, 2005
EFASC Guidance for Transitioning Accounting Processes to STARS	March 18, 2005

